



Associate Planner

Salary: \$48,513 - \$52,512

Type: Full-time

Benefits: Full benefits

Date Posted: 5/9/25

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

Under the general direction of the City Planner, the Associate Planner is responsible for managing submissions for private developments that come in to the department including Comprehensive Development Plans. The Associate Planner will be responsible for tracking projects and performing reviews and writing reports. The position requires significant coordination with City Engineering, Survey, Buildings, and Inspection staff and will need to present regularly to Planning Commission, Historic Commission, and City Council. The Associate Planner will be responsible for applying for and administering grants for City improvements.

Education

- Bachelor's degree required, Master's degree preferred.

Experience

- Two years' experience working in planning, project management, or related fields preferred.

Requirements/Certifications

- Valid driver's license required

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Associate Planner
Grade: 7
Department: Infrastructure & Development
FLSA Status: NE
Date: 5/8/2025

Position Profile Under the general supervision of the City Planner, the Associate Planner is responsible for managing submissions for private developments that come in to the department including Comprehensive Development Plans. The Associate Planner will be responsible for tracking projects and performing reviews and writing reports. The position requires significant coordination with City Engineering, Survey, Buildings, and Inspection staff and will need to present regularly to Planning Commission, Historic Commission, and City Council. The Associate Planner will be responsible for applying for and administering grants for City improvements.

Duties and Responsibilities

Administration/ Task Management – *Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner*

- Receives planning submissions and manages them through the review process including performing planning and zoning reviews and coordinating reviews by City engineers and other parties and tracking progress.
- Writing staff reports and presenting them to Planning Commission and Historic Commission.
- Providing administrative support to department-affiliated boards and commissions including sustainability committee and bicycle pedestrian advisory committee.
- Manages grant projects including application, administration, and closeout.
- Writes or updates City plans and presents final versions to City Council and Mayor.
- Manages City annexation process when parcels outside City limits wish to incorporate.
- Coordinates with outside entities including state, county, and federal agencies and performs related reviews and reporting.
- Performs mapping functions such as updating GIS layers.
- Responds to requests for information from the public and coordinates closely with developers.

Skill Proficiency/ Technical Aptitude – *Skillful in use of tools, hardware, software, and equipment*

- Utilizes Microsoft Office Suite to write reports, create and maintain spreadsheets, and craft presentations.
- Creates documents, web updates and social media posts using graphic design software.
- Uses Asana project management software to track both development reviews and City projects.
- Drafts press releases for Communications department and creates social media posts.
- Accesses GIS platforms to both view and input data on maps.

Leadership/ Role Model - *Acts a role model and peer leader among teammates and colleagues*

- Maintains a regular work schedule and is reliably in the office to collaborate with colleagues (remote not available).

- Takes on numerous challenging assignments with vigor and seeks to be productive, develop new skills, and support colleagues all at the same time.
- Cultivates, develops and maintains professional relationships with other employees and members of the public.

Stewardship/ Resources - *Safeguards equipment, supplies and materials*

- Understands project costs and budgets when considering grant funding opportunities including City match requirements.
- Handles office equipment and vehicles carefully to ensure long-lasting performance.
- Makes recommendations on Fee Schedule updates in areas that align with assigned tasks.
- Seeks approval prior to making purchases for office.

Development/ Professional Development *Participate in opportunities to earn or maintain professional credentials and certifications.*

- Keeps informed on current grant programs, activities, and reporting tools.
- Attends professional development classes online and in person and attends conferences and workshops upon supervisors' recommendations.
- Seeks and maintains relevant certifications and credentials.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, and invents criteria to resolve problems. This combines creative and critical thinking skills.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree required, Master's degree preferred.
- Two years of planning, project management, or related experience is preferred.

Certificates, Licenses, Registrations and Skills

- Valid driver's license required.

Physical Requirements

- Work requires no unusual demand for physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.